

**RECERTIFICATION COURSE AND  
SUBSIDY APPLICATION**

**Agency Hosting Course:** \_\_\_\_\_

**Agency Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Course Dates & Times:** \_\_\_\_\_

**Location of Course:** \_\_\_\_\_

**Registration Fee:** \$ \_\_\_\_\_ (per person including GST).

The above information will be used for administration and to return course confirmations.

**AFLCA Trainer must complete the following information:**

**Please attach an agenda indicating specified topic(s) that will be included in each area.**

<b>AREAS</b>	<b>HOURS</b>	<b>AREAS</b>	<b>HOURS</b>
AFLCA Policies	0.5 - 1.0	Practical	2.5 - 3.0
New/Review Information	2.5 - 3.0	Continuing Education/ Resource Awareness	0.5
Adult Education	1.5 - 2.0	Other	0.5

**Application Deadlines!** Course applications must be received a minimum of 4 weeks prior to course start date. Any courses requesting subsidy must apply quarterly - applications not meeting the quarterly deadlines may not be considered for subsidy.

<b>Training Quarter</b>	<b>Application Deadline</b>
April 1 - June 30	February 1
July 1 - September 30	April 1
October 1 - December 31	July 1
January 1 - March 31	November 1

**AFLCA Trainer's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**If you are applying for subsidy, please complete the back of this form.**



**AFLCA**  
 Faculty of Physical Education and  
 Recreation  
 University of Alberta  
 Edmonton, Alberta  
 T6G 2H9  
 TEL: 780-492-4435  
 FAX: 780-455-2264

## AFLCA SUBSIDIZED EXPENSES

**Trainer Honorarium** \$ \_\_\_\_\_  
The AFLCA will provide subsidy for a maximum of 24 Hours (Exercise Theory), 20 hours (Specialties), 8 Hours (Recertification), and 44 Hours (Dual Courses)

**Trainer Travel** \$ \_\_\_\_\_  
The AFLCA will provide subsidy for out-of-town Trainer travel ONLY. (City centre to city centre at .30 cents per km)

**Trainer Meals** \$ \_\_\_\_\_  
The AFLCA will provide a maximum of

- \$ 6 for breakfast
- \$ 7 for lunch
- \$12 for dinner

**Facility Rental** \$ \_\_\_\_\_  
The AFLCA will review subsidy to a maximum of \$250 (Recertification), \$500 (Exercise Theory or Specialty), and \$1000.00 (Dual Course)

**TOTAL SUBSIDIZED EXPENSES** \$ \_\_\_\_\_

**Total Subsidized Expenses ) Number of Participants = Subsidized Cost Per Participant** \$ . /Participant

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## REVENUE

**Registration Fees**

\_\_\_\_\_ Participants X \$ \_\_\_\_\_ Registration Fee \$ \_\_\_\_\_  
(minimum 8 participants in rural area) (GST Included)

**Other** \$ \_\_\_\_\_  
If dollars will be secured from another source please indicate the sponsor and the amount.  
**(Eg. Municipal or Provincial Leadership Grants or Continuing Education Grants)**

**TOTAL REVENUE** \$ \_\_\_\_\_

**SURPLUS/DEFICIT (Total Revenue - Total Expenses)** \$ \_\_\_\_\_

**Only expenses with receipts will be considered for subsidy.**